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Weekly Executive Status Report

Project: Statewide Voter Registration System

Project Manager: W. Gary Bush

For Week Ending: 15-Jul-05

Project Schedule: 136 days used of 336 total project days

40% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 4 (Software Modification and Testing) Proceeding On Schedule

- Production environment in preliminary testing. Training/Test environment being set up.
- Coding on all modules proceeding to meet UAT schedule.
- Internal NJ-specific Test Scripts being submitted to VK. Base system scripts have been requested.
- UAT Hardware received at QB9. Installation being scheduled. PC images to be completed next week.
- Pilot implementations and training being planned.
- End-user hardware orders initiated. Final numbers received and Change Order for additional HW being reviewed.
- County servers on order, but change order for 'print servers' in process.
- AT&T data lines ordered and scheduled for each county server site.
- MS Office ordered by State. Installation key due next week to complete workstation image.

Business Transition Change Management Plan Underway

- Initial county visits completed. Potential Training sites identified for each county.
- Training information compiled and developing schedules for Track 1 and Track 2 classes..
- Third Newsletter was released. Several special bulletins being prepared.
- Process change documentation continues.
- County Level Implementation Plans (CLIPs) still being finalized.

Initial Data Conversion Collections Completed. 2nd Pulls began last week

- Passaic County vendor supplied full system files to Aradyme on CD's, after the State requested cooperation from the county.
- Due to lost time, the Passaic data pull will be considered their 2nd pull.
- Exception reports for 1st cycle conversions are being reviewed by all counties.
- Rules Matrix was prepared for Data Cleansing programs and will be used for 2nd data pulls.

DIA Agency interfaces being finalized

- MVC real-time system interface being finalized with dual routing capability between MVC and SSA (AmviNet).
- DHSS and felon interfaces will be extract file downloads. File layouts finalized.
- Some issues needing resolution with DHSS.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan				Scheduled Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P3e	Organization Change Management Pre- Implementation	Kmanning			Final Draft Schedule for Level 1 and Level 2 Training classes prepared with conversion schedule.
P4g	Establish Managed Primary Server Site	ATS		17-Aug	Main Hosted Server site installed and operational, except for T3 comm lines.
P7a2	Data Conversion Results Cycle 1	GLBush		17-Jun	Full data pull from Passaic County received from their vendor on CD's.
P4f	Install UAT Workstations and Peripherals	ATS		9-Aug	HW delivered to QB9
P4g	Order HW and Additional Equipment	ATS		9-Aug	Final HW orders being compiled

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

				Scheduled	
Project Plan				Complete	
Phase Key	Task	Who	Start Date	Date	Comments
P7b1	Prepare External Interface Integration	GLBush	Delayed	15-Jul	Delays causing concern to meet plans. Final design
	Design Document				now set. Report due this week.

Coming Events

Upcoming Activities

The events listed below are highlights scheduled for the near future of the project.

			Scheduled	
			Complete	
Status	Event	Start Date	Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM
Planned	Beginning of 2nd Data Pulls for all counties	5-Jul	5-Aug	Final corrections of 1st pull data must be completed by
				the counties.
Planned	Release TADD with Key IT State Stakeholders	30-Jun	20-Jul	Designs being completed & reviewing internally
Scheduled	Coding efforts into full swing	30-Jun	12-Sep	Updates through UAT period

Project Scope Changes

The following changes to the project scope have been proposed by Covansys to The State of New Jersey

		Change			
		Request	CR Approval		
CR Status	Change Request	Owner	Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	18-May-05	Medium	Cost reduction has been quantified.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
Preparing	Proposal to Purchase Print Servers for	WG Bush	TDB	Large	State will purchase this HW through Covansys.
	each county (21)				
Preparing	End-user hardware increase above	WG Bush	TDB	Large	State will purchase this HW through Covansys.
	proposal estimates			_	

High Level Project Schedule

ID	Task Name	Duration	Start	Mar	Ann	Merri	l		tot	Aug	=
				Mar 2/27 3/13 3	Apr /27 4/10	May 5/8	Jun 5/22 6/5	5 6/19	Jul 7/3 7/17	Aug 7/31 8/14	4
1	New Jersey Statewide Voter Registration System (SVR	728 days	Tue 3/1/05	E/E/ G/10 C	2. 4.10	4124 010	CILL GI	0 10/10	110 1111	1101 011	Ė
2	Phase 1 - Project Initiation Phase	34 days	Tue 3/1/05		_						
0	Milestone 1 - Project Kickoff Meeting Completed	0 days	Wed 3/9/05	•							
41	Milestone 2 - Application Demonstration Completed	0 days	Wed 3/16/05								
42	Phase 2 - Business Needs Assessment / Gap Analysis	46 days	Wed 3/10/05	l							
43				- L		_ ~					
43 54	P2a - Gap Analysis P2b - Functional Requirements Specification Document (FRSD)	34 days 18 days	Wed 3/9/05 Thu 4/7/05	-							
54 62	P2c - Requirements Traceability Matrix(RTM) Baseline	25 days	Thu 4/7/05	-	_						
69	P2d - Organizational Change Management Initialization	20 days	Mon 4/11/05	-							
82	P2e - County Site Surveys	41 days	Tue 3/15/05								
87	Milestone 3 - Requirement Documents Accepted	0 days	Wed 5/11/05								
88			Tue 5/3/05	-							
89	Phase 3 - Design and Implementation Planning	77 days		-						Y	
	P3a - Technical Architecture Design Document (TADD)	34 days	Tue 5/3/05	-				~			
90 91	P3a-Review Gap Analysis, Business and Technical Requirements	5 days	Tue 5/3/05	-							
91 92	P3a-Detail Overview, Objectives and Assumptions P3a-Detail Architectural Components (Hardware, Software, Design)	5 days 7 days	Tue 5/3/05 Tue 5/10/05	-							
92			Thu 5/19/05	-							
93 94	P3a-Detail Development Environment P3a-Detail System Architecture	5 days 5 days	Thu 5/19/05	-			*				
94 95	P3a-Detail System Architecture P3a-Detail Logical Data Model and DDL	3 days	Fri 6/3/05	-							
96	P3a-Prepare/Distribute Draft Technical Architecture Design Document (Internal QA Review)	3 days	Wed 6/8/05								
97	P3a-Distribute/Review/Revise TADD with Key IT State Stakeholders	3 days	Mon 6/13/05				1	<u>.</u>			
98	P3a-Review/Submit/Obtain Signoff of TADD	3 days	Thu 6/16/05	1							
99	P3b - Hardware and Software Deployment and Installation Plan	17 days	Tue 6/21/05						—		
09		17 days	Tue 5/3/05	1		-	→	7			
110	3	1 day	Tue 5/3/05			i.	*				
111	P3c-Conduct Data Modeling Sessions To Confirm Modifications	5 days	Wed 5/4/05								
112	-	5 days	Wed 5/4/05								
113	P3c-Prepare Data Model and Database Design Document	5 days	Wed 5/11/05	1			_				
114	P3c-Distribute/Review/Revise with Key Stakeholders	3 days	Wed 5/18/05	1							
115	P3c-Review/Submit/Obtain Signoff of Data Model/Database Design Docur	3 days	Mon 5/23/05								
116	P3d - Training and Post Implementation Support Plan	31 days	Thu 5/12/05			\ \		-			
17	P3d-Clarify and Define Training Needs, Requirements and Audience	5 days	Thu 5/12/05				<u>. </u>				
18	P3d-Conduct Training Analysis	10 days	Thu 5/19/05			T T					
119	P3d-Conduct User Assessments	10 days	Thu 5/19/05								
20	P3d-Identify Training Modules and Lessons	10 days	Thu 5/19/05				*				
21	P3d-Identify Types of Training Materials to be Developed	10 days	Thu 5/19/05				-				
22	P3d-Identify Training Locations and Resources	10 days	Thu 5/19/05				*				
23		5 days	Fri 6/3/05					,			
24		3 days	Fri 6/10/05					4			
25	•	3 days	Wed 6/15/05					4			
26		5 days	Mon 6/20/05								
27	P3e - Organization Change Management Pre-Implementation	74 days	Fri 5/6/05	-		_					1
41	initoticito i Botan Booign compietos	0 days	Wed 5/25/05				◆ 4				
42	That Tourism mountain and Touring	119 days	Mon 5/9/05			_					1
43		61 days	Mon 5/23/05				- 	$\overline{}$			
55		24 days	Mon 5/9/05					'			
56	·	1 day	Mon 5/9/05			b					
57	P4b-Identify State User Acceptance Criteria	5 days	Tue 5/10/05								
58		5 days	Tue 5/10/05								
59	·	5 days	Tue 5/10/05				-				
60	P4b-Create Test Cases for New/Changed Functionality	10 days	Tue 5/17/05			ı į					
61	P4b-Create Test Cases for Conversion/Data Migration	10 days	Tue 5/17/05								
62		10 days	Tue 5/17/05				<u> </u>				
63		3 days	Wed 6/1/05				4				
64	P4b-Review/Submit/Obtain Signoff of UAT Plan	5 days	Mon 6/6/05						i I		1

Customer Status Report

164	P4b-Review/Submit/Obtain Signoff of UAT Plan	5 days	Mon 6/6/05
165	P4c - Pilot Implementation and Support Plan	25 days	Fri 7/15/05
171	P4d - Training Materials and Documentation	30 days	Wed 7/20/05
177	P4e - Application Manuals and Supporting documentation	45 days	Fri 8/12/05
184	P4f - User Acceptance Testing	32 days	Thu 8/11/05
195	P4g- Establish Managed Server Sites	50 days	Tue 6/21/05
210	P4h - Organizational Change Management Implementation	46 days	Mon 8/22/05
217	Milestone 5 - User Acceptance of Full Function Application Beg	0 days	Fri 8/19/05
218	Milestone 6 - User Acceptance of Full Function Application Completed	0 days	Mon 9/26/05
219	Phase 5 - Pilot Implementation	57 days	Thu 8/18/05
220	P5a - Pilot Selection and Training	21 days	Thu 8/18/05
228	P5b - Pilot Installation and Support	48 days	Wed 8/31/05
238	Milestone 7 - Production Installation Certification	0 days	Thu 9/1/05
239	Milestone 8 - Pilot Site Implementation Completed	0 days	Mon 11/7/05
240	Phase 6 - Staged Rollout and Deployment - Remaining Sites	29 days	Tue 11/8/05
241	1 ,		Tue 11/8/05
241	P6a - Training and Assessment Survey for Full Production	29 days	Tue 11/8/05
	P6b - Full Deployment and Production Implementation Tracking	29 days	
255	Milestone 9 - All Users Trained	0 days	Mon 12/12/05
256	Milestone 10 - Implementation Complete to all Sites	0 days	Mon 12/19/05
257	Phase 7 - Conversion and Interface	197 days	Mon 3/14/05
258	P7a - Data Conversion	197 days	Mon 3/14/05
259	P7a1 - Data Conversion and Migration Plan	17 days	Mon 3/14/05
268	P7a2 - Data Conversion Results Cycle 1	35 days	Wed 4/6/05
269	p7a2 - Collect data from each data source	30 days	Wed 4/6/05
270	P7a2 - Data Conversion program Development	15 days	Wed 4/6/05
271	P7a2-Complete Code Enhancement and Interface Development Per N	15 days	Wed 4/6/05
272	P7a2-Complete Database Changes, Loads, Conversions	15 days	Wed 4/6/05
273	P7a2-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 4/6/05
274	P7a2-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 4/6/05
275	P7a2 - Process Data through Conversion Programs	15 days	Wed 4/27/05
276	P7a2 - Distribute Cycle reports to each data source contact person	5 days	Wed 5/18/05
277	P7a3 - Data Conversion Results Cycle 2	90 days	Wed 5/25/05
284	P7a4 - Data Conversion Results Cycle 3	74 days	Tue 9/6/05
293	P7b - Interface	143 days	Tue 3/15/05
294	P7b1 - External Interface Design Document	48 days	Tue 3/15/05
295	P7b1-Conduct Integration JAD Sessions with Relevant Parties	10 days	Tue 3/15/05
296	P7b1-Prepare High-level Data Flow Diagrams for Interfaces	10 days	Tue 3/29/05
297	P7b1-Prepare External Interface Integration Design Document	10 days	Tue 4/12/05
298	P7b1-Develop Conceptual Definition of Module Interfaces and NW Infrastructure Design	10 days	Tue 4/26/05
299	P7b1-Distribute/Review/Revise with Key Stakeholders	3 days	Tue 5/10/05
300	P7b1-Review/Submit/Obtain Signoff of External Interface Design Do	5 days	Fri 5/13/05
301	P7b2 Interface testing results document	95 days	Fri 5/20/05
305	Phase 8 - Project Close-out and Transition to Maintenance and Support	311 days	Tue 10/11/05
330	Milestone 11 - Project Close-out and Transition to Maintenance and Support Completed	0 days	Wed 2/1/06
331	Ongoing Project Management	235 days	Tue 3/1/05
411	Comprehensive Full Service Support	260 days	Fri 12/29/06
416	Milestone 12 - Maintenance and Support Complete	0 days	Mon 12/31/07
410	whiestone 12 - Maintenance and Support Complete	u days	WOII 12/31/07